



*Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ [www.cityofmidlandmi.gov](http://www.cityofmidlandmi.gov)*

July 28, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of August 5, 2015

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Wednesday, August 5, 2015. The meeting will be held in Council Chambers of Midland City Hall at 333 W. Ellsworth and will begin at 7:00 p.m.

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Roll Call
- 3) Election of Chair and Vice Chair
- 4) Minutes of meeting of June 2, 2015
- 5) Call to Audience
- 6) Review request from Momentum Midland to consider relocation of the Midland Farmer's Market to the Putnam Park area east of Cronkright Street
- 7) Adoption of meeting calendar for 2016
- 8) Discussion Topics for FY 2015/2016 Work Plan
- 9) Project Reports
  - a. Chippewassee Trail and River Overlooks
  - b. Thrune Park water feature
  - c. Bicycle maintenance station at Rail Trail plaza
  - d. Mountain bike trail improvements at City Forest
- 10) Old Business
- 11) New Business
- 12) Adjourn



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July 28, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of August 5, 2015

#### Election of Chair and Vice Chair

Since it is the first meeting of the Commission after July 1, officers must be elected for the coming fiscal year. Commissioners will be asked for nominations first for the chair and a verbal vote will be taken to choose the chair. Then the same process will be followed for electing a vice chair.

#### Review request from Momentum Midland to consider relocation of the Midland Farmer's Market to the Putnam Park area east of Cronkright Street

Momentum Midland made a request to the City Council to have the Parks & Recreation Commission, the Downtown Development Authority and the Planning Commission review the proposed relocation of the Farmer's Market to the Putnam Park area. Momentum Midland along with Brad Kaye, assistant city manager for development services, will provide the Commission with an initial presentation on the subject and will request that a public hearing be held at the September Commission meeting to gather public input on whether Putnam Park is an acceptable location for the project. The Commission will simply accept the presentation this month, with a public hearing to be scheduled for the September 1 meeting. Once the public hearing is held in September, the Commission will be asked to discuss the matter and provide a recommendation back to City Council.

#### Adoption of Meeting Calendar for 2016

The Commission typically meets the first Tuesday of the month. With City Hall Council Chambers being used as a polling site, this creates a potential conflict on the first Tuesday in August for 2016. Below is a proposed list of dates with meetings moved to the first Wednesday for those months with election conflicts:

Tuesday, January 5	Tuesday, May 3	Tuesday, September 6
Tuesday, February 2	Tuesday, June 7	Tuesday, October 4
Tuesday, March 1	Tuesday, July 5	Tuesday, November 1
Tuesday, April 5	Wednesday, August 3	Tuesday, December 6

Under the ordinance, the Commission is required to meet a minimum of six times per fiscal year (July 1 – June 30). The Commission could decide now to not hold certain meetings, or regular monthly meetings can be scheduled with the intent that meetings will be cancelled if no official business is pending.

#### Discussion Topics for FY 2015/2016 Work Plan

To help plan for the upcoming year, I am suggesting that the group review the mission and parameters that define the commission, and develop a list of proposed discussion topics for the upcoming fiscal year. Attached is the FY 2014/2015 document to serve as a reference. I would suggest that a list of topics be decided upon for project and division updates to provide some direction for staff and commissioners, with the understanding that subjects will come up over the course of the year that may take precedent.

#### Project Reports

I have updates on the Chippewassee Park pathway and river overlooks, as well as the Thrune Park water feature renovation to share. I would also like to recognize a generous donation by B-Xtreme of a bicycle maintenance station that has been installed at the Rail Trail plaza next to the Farmer's Market. I would also like to recognize the efforts of Jim Crissman and the mountain bike user group for work recently done on the mountain bike trails at City Forest.

**\*\* PLEASE NOTE - I HAVE ATTACHED THE PROPOSED MINUTES FROM THE JUNE MEETING  
FOR YOUR REVIEW AS WELL!**

Respectfully,

Karen Murphy



Fiscal Year 2014-2015

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# **Parks and Recreation Commission Plan of Work**

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9-2-14

Presented by:  
Karen Murphy, Director of Public Services

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# Mission Statement

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## City of Midland

That the inhabitants of the City of Midland may live well through the effective maintenance of public safety, health, and welfare via efficient provision of public services, activities, and enterprises which reflect intelligent opinion as to the needs of the community.

The Midland City Council endeavors to fulfill this mission, established by the City Charter, by ensuring economic sustainability of the community, providing effective stewardship of community resources, and by providing an outstanding quality of life through excellent service delivery.

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### Parks and Recreation Commission

The Parks and Recreation Commission is advisory to the City Council and consists of between five and nine members who by experience have evidenced interest in development of park and recreation services for public use.

Duties of the Parks and Recreation Commission, established by the City of Midland Code of Ordinances, are to consider and study the reasonable needs of recreational facilities and activities in which the city might properly participate, to formulate and to report to the city council estimates of public requirements for recreational facilities and for the costs thereof, and the amounts which might properly be appropriated by the city council to provide and maintain the recreational facilities.

### Parks and Recreation Director

In accordance with the Code of Ordinances the Director of Public Services has been designated by the City Manager the director of parks and recreation. As such the director is the executive officer in charge of the use and maintenance of parks, properties and buildings owned by the city, and assigned to the department of parks and recreation, and he shall be responsible for the recreation programs in buildings or on properties of other public or private institutions that may be used by the city through rental, lease or by gift. The director also serves as secretary of the Parks and Recreation Commission.

### Committee Structure

Beautification Advisory Committee - Appointed by and reporting to the Parks and Recreation Commission, this committee leads to main programs annually:

- Appreciation of Beautification Awards - This awards program recognizes both business and residential properties for landscaping and structural site improvements, which are readily visible to the public.
- Make Midland Beautiful Art Celebration - This program takes place each spring and encourages creativity among children in the 2nd and 6th grade, by creating a poster on "what makes Midland beautiful." This is a cooperative program involving more than 1,000 Midland elementary school children.

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# Annual Plan of Work

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## **Intent**

Being required to conduct a minimum of six (6) meetings during the fiscal year, the Parks and Recreation Commission seeks to perform its duties effectively and efficiently. To that end the Commission relies on an annual work plan to anticipate and organize those matters to be addressed. The Commission may periodically review and modify its work plan as needed to address evolving community needs.

## **Commission Meetings**

The Parks and Recreation Commission conducts regular meetings, which are open to public participation, at 7:00 PM in the City Council Chambers of City Hall on the first Tuesday of the noted months as follow. Agendas for such meetings will include, at a minimum, the following matters:

- 1) Call to Order
- 2) Roll Call
- 3) Minutes of Prior Meeting
- 4) Call to Audience
- 5) Project Reports
- 6) Division Report
- 7) Old Business
- 8) New Business
- 9) Adjourn

The Parks and Recreation Commission, along with department staff, have compiled the following list of potential topics to be discussed throughout the year with the understanding that other topics may come up during the course of the year that take precedent.

<i>Project Reports</i>	<i>Division Report</i>
Parks Master Plan update process and attainment of goals	Parks Update – with specific updates on Dog Park, Disc Golf course, Barstow Woods usage, Central Park Bandshell usage
Recreation Fee Process	Recreation Seasonal Updates
Plymouth Pool End of Season Review	Horticulture
City Forest End of Season Review	Cemetery
Non-motorized transportation update	Forestry – EAB update
Upper Emerson grant proposal (as applicable)	

MIDLAND PARKS AND RECREATION COMMISSION  
REGULAR MEETING OF JUNE 2, 2015  
MIDLAND CITY COUNCIL CHAMBERS  
7:00 P.M.

PROPOSED MINUTES

- 1) Call to Order: Meeting called to order at 7:00 p.m. by Chairperson John Metevia
- 2) Pledge of Allegiance
- 3) Roll Call:
  - a. MEMBERS PRESENT: Altimore, Bovid, Carney, Metevia, Rice, Steidemann,
  - b. MEMBERS ABSENT: Carlson, Varela, Rankin
  - c. OTHERS PRESENT:
- 4) Minutes of May 6, 2015: Altimore motioned, Steidemann seconded to receive minutes of the meeting of May 6, 2015. Motion passed 6-0.
- 5) Call to Audience: None
- 6) Request for clearing Dartmoor Park walkways: Murphy shared a request received from the resident at 2515 Manor Drive to clear all three park walkways to Dartmoor Park back to the City's property line. Murphy shared the following background information: Dartmoor Park is a neighborhood park with 3 city walkways to access the park that are located off of Manor Drive, W. Nelson and Dartmoor Place. Each walkway is a 10' wide strip of city-owned property that connects the neighborhood park to the adjacent street to provide access into the park. The Manor Drive walkway is currently a 10' wide strip of turf while the other two walkways have adjacent hedges that extend out into the walkway. As such, the Manor Drive walkway is the access point of choice for maintenance and utility vehicles that need to enter the park. The request is that the City require the other walkways to be cleared back to the property lines to open up the entire 10' width of the walkway so that authorized vehicles could enter the park from any of the three walkways. Murphy stated the request was originally raised in May 2013 at which time the residents at 14 and 16 Dartmoor were contacted to trim bushes back and remove plantings in the walkway. The City removed an outlawn tree as well at that time that was blocking the entrance to the Dartmoor walkway.

The residents at 16 Dartmoor and 2515 Manor Drive addressed the Commission with a request to relocate the park walkway signs that are currently in the center of the walkways. This would allow vehicles to enter the park walkway without having to cross over the outlawns or the corner of the property of the private residents. Murphy agreed that this would be an easy task to accomplish and the Commission thanked the residents for their comments.



7) Request for no smoking at the Fun Zone: Murphy reported that at the May meeting, the Commission was presented a request for consideration regarding making the Fun Zone smoke-free. Murphy reviewed the history of recent smoke-free requests related to City parks as follows:

- October 2011 – request to make all City parks tobacco-free to eliminate second hand smoke & litter.
- November 2011 – staff reported City would not be in favor of an ordinance due to difficulty in enforcing it.
- December 2011 – City Attorney addressed Parks Commission:
  - Concern with limiting individual's right to engage in legal activity in a public place owned by tax payers.
  - Concerns with enforceability.
  - Lack of history of complaints that would rise to level of changing current practice/policy.
- December 2011 – Commission approved resolution as proposed by City Attorney:
  - “We, the City of Midland Parks and Recreation Commission, have reviewed the request presented...as well as information presented by city staff and hereby find that signage or proposed additional ordinances for tobacco-free zones within the parklands of City of Midland are not warranted at this time.”
- February 2013 – Commission received smoke-free petition .
- March 2013 – Commission discussed and decided not to pursue it further, rather continue with 2011 position.
- August 2013 – City Council reviewed petition and opted to take no additional action.
- May 2015 – Staff received email from park user requesting City post signs inside the fenced in area or before entering the Fun Zone that states ‘No Smoking’.
- Concern with adults smoking inside play area while children play.

Murphy requested a recommendation from the Parks Commission on the current request at the Fun Zone. Steidemann asked about signage and Murphy referred back to the 2011 discussion that a sign without an ordinance to back it could create a potential for conflict between park users. Altimore referenced that not much has changed since the last request was brought before the Commission and the City's recommendation has not changed either. The Commission did not take any additional action on the request.

8) Staff recommendation to open Trilogy Skate Park up for bike use: Murphy shared that each year, she receives several requests to lift the ban on bikes in the Trilogy Skate Park as other similar facilities around the state allow both skate board and bicycle use. Murphy provided the history on this being that in 1999 when the skate park was built, the City's insurance company cautioned of increased risk of claims from a mixed use facility and the park's designer warned that bikes would cause undue damage to the concrete edges of the facility. Staff has researched this by contacting other facilities, and talking with the original park designer and the City's insurance company. The park designer has shared that bikes do not seem to cause the damage as originally thought, and the insurance company no longer has concerns about increased claims. Murphy recommended that the ban on bikes be lifted to accommodate more users at Trilogy. Murphy stated that this would require a revision to the Park Rules and Regulations to strike Section 14 B that states “Bicycles are not permitted in the fenced in area of the Trilogy Skate Park at any time”, which requires City Council approval. Steidemann motioned and Bovid

seconded to recommend this change in the park rules to City Council to allow bikes in Trilogy Skate Park. Motion passed 6-0.

9) Project Reports

- a. **Throne Park – water feature delayed:** Murphy shared that the Throne Park renovation is behind schedule due to a delay in the manufacturing of the new water features. The park is open for use but the water feature area is fenced off with an anticipated opening in mid-July.
- b. **Stratford Park concrete dock remodel:** Murphy shared before and after photographs of the old concrete fishing dock at Stratford Woods Park. The concrete fishing dock has been unusable for the past few years as the concrete platform was sinking into the lake. The platform has been resurfaced and restored to use as a fishing location.
- c. **Parks CNC router projects:** Murphy shared that as part of the original Fun Zone renovation, the City acquired a CNC router. This machine is a computer controlled router that is used to make signs, engrave benches and create details for the Fun Zone, including the engraved fence pickets. The machine paid for itself on the fence picket project alone, and now Parks staff are able to make signs and other park embellishments in-house for the cost of materials alone. Murphy shared photographs of several projects that the router has been used on this spring, including Fun Zone features, Throne Park signs and new pavilion signs.

10) Old Business : None

11) New Business: Metevia thanked Altimore for his nine years of service on the Parks Commission. His wisdom and leadership over the years has been appreciated.

Murphy reminded the Commission that there is no scheduled meeting in July. The next Parks Commission meeting will be held Wednesday, August 5, 2015.

12) Adjourn: Motioned by Altimore, seconded by Carney to adjourn the meeting. Motion passed 6–0. Meeting adjourned at 7:45 p.m.

Respectfully submitted,

Karen Murphy  
Director of Public Services